





## EMPLOYMENT NEW ZEALAND

# Know your employment rights



### YOUR EMPLOYER CANNOT:

-  make deductions (take money) from your pay if you don't agree to it, except for deductions set out in law, such as income tax.
-  ask you to pay them for giving you a job.
-  demand to keep your passport.
-  make you do a 90-day trial period at the start of a new job unless all of these conditions are met:
  - › you agree to it first
  - › it's written in your employment contract
  - › the agreement includes the notice period
  - › you both sign it before you start working.

**You and your employer must be fair to each other by dealing in good faith. This includes being open, honest and responsive towards each other.**

## Free help and information

**We're here to help you.  
All our services are free.**

Visit: [www.employment.govt.nz](http://www.employment.govt.nz) for  
employment related information.

Visit: [www.employment.govt.nz/minimum-  
rights-translations](http://www.employment.govt.nz/minimum-rights-translations) for translated information.

Phone: **0800 20 90 20** toll free. We provide  
an interpreting service in 180+ languages.

You can contact us without giving your name  
or through another person.

This is a simplified outline only of some key  
minimum employment rights. It is not legal  
advice. You should visit our website for more  
information: [www.employment.govt.nz](http://www.employment.govt.nz).

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MINISTRY OF BUSINESS,  
INNOVATION & EMPLOYMENT  
HĪKINA WHAKATUTUKI

Te Kāwanatanga o Aotearoa  
New Zealand Government

# Employee minimum rights

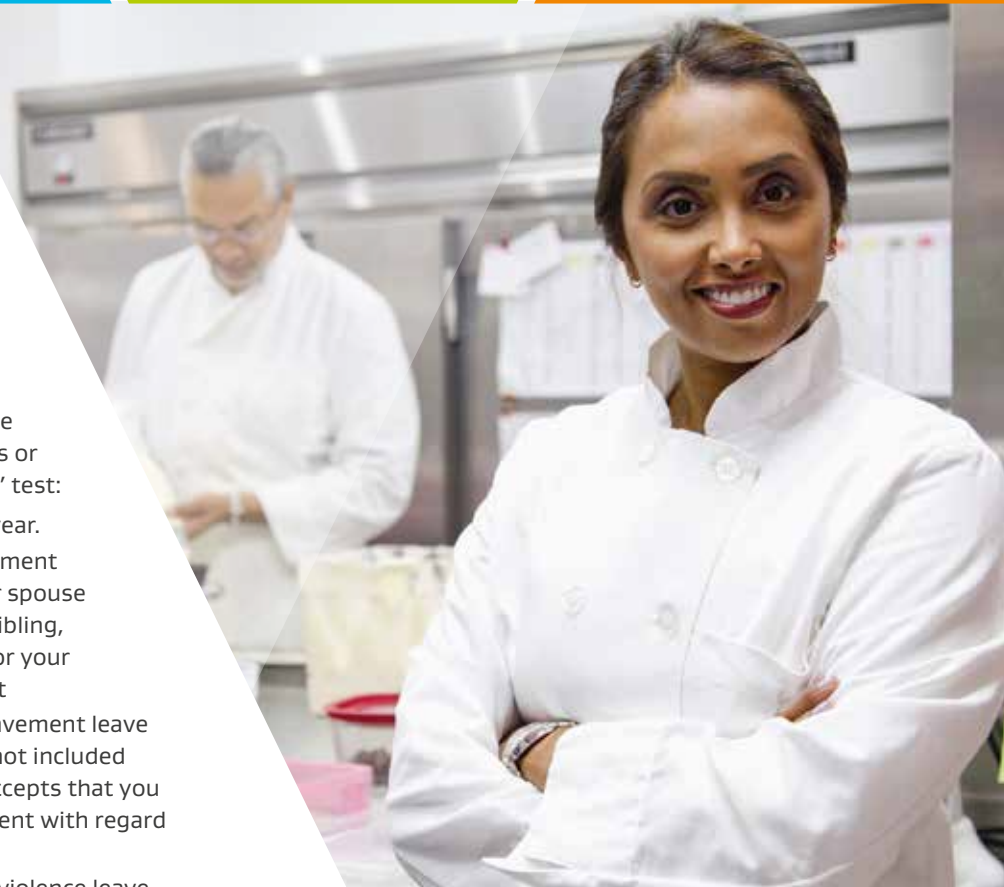
All employees have minimum employment rights in New Zealand law that can't be taken away.

## It's important to know your rights!

### YOU HAVE THE RIGHT TO:

- ✓ get a written employment contract (agreement).
- ✓ get advice or support from someone you trust before you sign the contract.
- ✓ have your contract kept updated and a right to a copy when you ask for it.
- ✓ be paid at least the minimum wage if you are 16 years or older.
- ✓ get rest and meal breaks, for example, during an 8-hour work period, you have the right to get both:
  - › two 10-minute paid rest breaks
  - › one 30-minute unpaid meal break.
- ✓ take 12 public holidays off work on full pay, if they are days you would normally work.
- ✓ get paid 1.5 times your normal pay rate plus another day off, if you work on a public holiday that is otherwise a normal working day.

- ✓ get paid leave under these circumstances after you have been employed for 6 months or you meet the 'hours worked' test:
  - › 10 days' paid sick leave a year.
  - › up to 3 days' paid bereavement leave on the death of your spouse or partner, parent, child, sibling, grandparent, grandchild, or your spouse or partner's parent
  - › up to one day's paid bereavement leave on the death of a person not included above, if your employer accepts that you have suffered a bereavement with regard to certain defined factors
  - › up to 10 days' paid family violence leave a year.
- ✓ get 4 weeks of paid annual holiday (annual leave) each year, after you've been employed for 12 months.
- ✓ get parental leave for up to 12 months and parental leave payments to care for a new baby if you meet the 6-month or 12-month rule.
- ✓ ask at any time for short-term flexible working arrangements for up to 2 months to help you deal with the effects of family violence.
- ✓ ask your employer for details of your time worked, leave and holiday entitlements.



- ✓ be treated fairly and to a proper process if you lose your job through being fired or made redundant.
- ✓ be protected from unlawful discrimination because of your age, ethnicity, sex, disability or religious beliefs.
- ✓ be protected from adverse treatment (being treated badly or unfairly) because you might be affected by family violence.
- ✓ work in a safe workplace with proper training, supervision and equipment.